

North Fork Rancheria Indian Housing Authority
57907 Old Mill Site Court
North Fork, CA 93643
(559) 877-7360

Board of Commissioners Meeting Minutes
Zoom Meeting
August 26, 2020
5:00 pm

Commissioners Present

Thomas Galt
Bobby Hale
Richie Cline
Christopher Aguirre
Shannon Wentworth
Katrina Guitierrez
Jacquie Van Huss
Maryann McGovran (Alternate)

Commissioners Absent

Elaine Fink

Staff

Paul Irwin
Debora Kerns Barba
Bernice Polkenhorn

Guests

A. CALL TO ORDER:

Thomas Galt called the meeting to order at 5:08 pm.

B. ROLL CALL AND QUORUM DETERMINATION:

Roll was called and it was determined that a quorum was present.

C. APPROVAL OF AGENDA:

Richie Cline motioned to approve the agenda, Bobby Hale seconded, and the motion carried 8/0/0.

D. APPROVAL OF MINUTES 8/12/2020:

Bobby Hale motioned to approve the 8/12/20 meeting minutes, Christopher Aguirre seconded, and the motion carried 7/0/1. Maryann McGovran abstained.

E. REPORTS:

(1) Director:

i. 2018 ICDBG – Cultural and Environmental Protection Center:

The director reported that building permit plan check comments were completed and submitted on 8/25/20. The grading permit is still under review following the submittal of corrections, and additional comments were received today. The planning department has provided the application and cost estimate for a

conditional use permit that we were advised would be necessary during plan check review. Following correspondence, we were advised today by County staff that a conditional use permit will not be required.

ii. **2019/2020 ICDBG – Emergency Services Building:**

The director received an update that the Environmental Assessment is nearly complete. Once received it will need to be executed, and then a finding of no significant impact and notice of intent to request for release of funds will be published.

iii. **2019 IHBG Competitive Funding/Low-Income Housing Tax Credits (LIHTC):**

The director reported that the draft bid documents were provided on 8/17/20, and following a week of review and updates, the final bid documents were published on 8/25/20. The documents were issued through Travois contractor database, and publicly posted on ePlan Bidding, Bidclerk, and the Golden State Plan Service Network plan rooms. These are online platforms and the golden state service is a collaborative of contractor's associations and builders' exchanges across California. Bids are due on September 23rd at 3pm at which time they will be publicly opened. There is also a required pre-bid meeting on September 9th at 10am that we will be coordinating with our civil engineers. The project has been very involved for staff. We have also been attempting to coordinate with Tribal Council for a meeting to discuss required documents. Tribal Council representatives advised of availability on 8/27/20, and the director said he would confirm. Commissioner Galt recommended the plans to be posted on the Central Valley Builders Exchange, and the director confirmed he would make this request to Travois.

iv. **32886 Rd. 222 North Fork, CA 93643:**

The director reported that since last meeting the interior and exterior have been completed, gutters have been installed, site cleanup has occurred, and the interior has been cleaned. Tenant selection is ongoing. Tribal Council representatives advised of dump invoice received for this unit that would be provided.

v. **2020 IHBG Competitive Funding Opportunity:**

The director informed the BOC that he has reviewed the Notice of Funding Opportunity (NOFA) and acquisition of existing housing units has been added as an eligible subfactor. This was not an option in the last competitive funding cycle. New construction still receives additional points under specific rating factors. Relocation requirements would be applicable to this activity if units were not vacant and the draft policy should be adopted with provisions for relocation if necessary. The director will further determine if a property needs to be identified in advance or if the activity can just be budgeted. NFRIHA also has limited funding for matching/leveraging at this time which will limit our maximum allowable score. The director informed BOC that this is due on December 10th.

vi. **Dumpsters:**

The director discussed recent emails regarding the trash overflowing on Wah Up Way. The director advised that staff went and cleaned the site upon notification, and that the crew disposed of the larger items the following day. The director

reported that a third trash enclosure was provided on Kunugib Way on 5/28/20 following prior correspondence regarding this issue. A notice was issued to all North Fork tenants yesterday, and construction crew and staff will be monitoring. Maintenance personnel previously oversaw this but has been on leave and a new staff member has been assigned. Tenants have been directed to report issues and any commissioners may also report to staff and it will be promptly addressed. Notice included types of items that are allowable, guidance from CalRecycle on waste banned from the trash. Information was also provided on the North Fork Transfer Station accepting loads for tribal citizens with ID thru 12/31/20, and the availability of dumpsters at the Mill Site thru that period. A commissioner previously inquired if surveillance was available at these locations, but the director advised that the only current surveillance location was at the Nim Nobe and is directed towards the playground with limitations due to the distance.

vii. ICDBG-CARES:

The director informed the BOC that he received notice from HUD that we are anticipated to receive a partial award of \$490,634. We had requested \$900,000 but were informed that the balance of funds is being split between us and another tribe whose applications were received at the same time, and that all other funds were exhausted. The director advised that our application was submitted at 3:00 pm EST based on the time stamped email, but HUD did not confirm receipt until 3:02:40. The director advised that he has had correspondence with HUD regarding the unforeseen delivery speed, but HUD is maintaining confirmation times provided by email. As of Friday, this had not yet been congressionally released but it is anticipated. 20% of this reduced amount will still be available for indirect and direct administration costs, and the remaining \$392,507.20 can be combined with the \$206,160 allocated under the IHBG CARES Act funding for a total of \$598,667.20 to be used toward acquisition.

viii. Self-Generation Incentive Program:

The director reported that he and tribal council were contacted regarding a Self-Generation Incentive Program being offered for residential and non-residential energy customers. On the residential side the program is intended to support customers who are most vulnerable to PSPS events. Requirements including being in a Tier 2 or 3 High Fire Threat District, enrolled in medical baseline, relying on electric pump wells, being on trust lands, or participation in other incentive programs, being indeed restricted units, etc. The director is corresponding with the consultants and we may have some eligible units, however, we will need the coordination of the tenants.

(2) Chairperson:

(3) Other:

F. NEW BUSINESS:

(1) Self-Monitoring:

Tentatively scheduled for Wednesday September 16th at 1pm via Zoom. Consensus of BOC that a stipend be paid for those who attend.

(2) **Annual Income Certifications and Forms:**

The director reported that an inspection and annual certification notice was sent to all tenants on 8/3/20. The director provided this to the BOC by email on 8/5/20. Discussion was held regarding forms requested of tenants. Including the IRS Form 4506-T – Request for Transcript of Tax Return and HUD Form 9886 - Authorization for Release of Information/Privacy Act Notice. These forms have been included in our housing applications per prior auditor recommendations and were advised to be updated annually due to their expiration periods.

Bobby Hale motioned to continue requiring the IRS form 4506-T-Request and HUD Form 9886, Christopher Aguirre seconded, and the motion carried 7/1/0.

(3) **Emergency Shelter Policy Amendment/Resolution No. 20-03:**

Following the last meeting the director consulted with our grant's management specialist at HUD. It was initially confirmed that any direct income payments, gift cards, would not be allowable. The director received confirmation that reimbursement would be allowable with receipts to document what the funds were used on. HUD did not have a clear response as to whether the funds were taxable, and we consulted our accountant and he stated that we would not 1099 because a service was not being provided. A draft amendment and authorizing resolution have been provided based on GSA per diem rates by county. Amendment would be applicable to prior program participants with receipts.

Bobby Hale motioned to approve Resolution No. 20-03 - Emergency Shelter Policy Amendment, Richie Cline seconded, and the motion carried 8/0/0.

G. **OLD BUSINESS:**

H. **EXECUTIVE SESSION:**

Richie Cline motioned to go into executive session at 5:59 pm, Bobby Hale seconded, and the motion carried 8/0/0.

(1) **XXC1231:**

The director provided notice of approval for Low-Income Emergency Shelter.

(2) **XXT1023:**

The director provided notice of approval for Low-Income Emergency Shelter.

(3) **Storm Drainage Easement:**

The director reported that an appraiser has been retained. Expected in approximately 3 weeks.

(4) **32683 Road 222:**

The director had correspondence with the prospective buyer who funded a recent appraisal, and he confirmed that he is offering to pay appraised value, will take the property as is, no inspections and once he has title report can move to an immediate closure.

Bobby Hale motioned to approve the sale of 32683 Road 222 for the appraised value, Richie Cline seconded, and the motion carried 8/0/0.

(5) **North Fork Property:**

The director reported that he has submitted questions to Madera County regarding a parcel split or lot line adjustment and has also submitted a question for legal review.

(6) **Policies:**

The director reported that staff has received drafts for the following policies:

i. **Tenant Pool and Outdoor Play Equipment:**

The director reported that the draft policy was previously emailed and would be resent for review. Tabled.

ii. **Useful Life:**

The director reported that comments on the draft policy were returned on 8/17/20. The final draft will be provided to the BOC once provided.

iii. **Self-Monitoring:**

The director reported that comments on the draft policy were returned on 8/17/20. The final draft will be provided to the BOC once provided.

iv. **Relocation:**

The director reported that staff has a call scheduled for Friday to further discuss the policy.

v. **Credit Card:**

The director reported that comments on the draft policy were returned on 8/21/20. The final draft will be provided to BOC once ready.

vi. **Document Management:**

The director reported that staff is still reviewing preliminary draft provided by the attorney.

vii. **Conflict of Interest:**

The director reported that staff is still reviewing preliminary draft provided by the attorney.

(7) **Annual Evaluation:**

Notice of the director's anniversary date provided. Chair or other commissioner may contact administrative assistant for the evaluation form or other information.

Bobby Hale motioned to come out of executive session at 6:12 pm, Richie Cline seconded, and the motion carried 8/0/0.

I. **NEXT MEETING:**

September 9, 2020 at 5:00 pm via Zoom Meeting.

J. **ADJOURNMENT:**

Richie Cline motioned to adjourn at 6:13 pm, Christopher Aguirre seconded, and the motion carried 8/0/0.

MINUTES TRANSCRIBED BY:

Bernice Polkenhorn
Bernice Polkenhorn, NFRIHA Office Assistant

COMMISSIONER APPROVAL

At a meeting of the Board of Commissioners of the North Fork Rancheria Indian Housing Authority, called and convened on the 23rd day of September 2020 at which a legal quorum was present, these minutes were approved as written by a vote of 6 for, 0 against, and 0 abstaining.

Patricia Gutierrez
Commissioner

10/7/2020
Date

Bryce M
Commissioner

10/7/2020
Date